

Canton City Hall, Third Floor
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Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **October 7, 2009**
No.: **BE3-09**

CLASSIFICATION TITLE
MAINTENANCE MECHANIC
(Canton Board of Education)

STARTING HOURLY RATE
\$16.13

FILING OF APPLICATION

Application must be made on either the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, 44702, or open application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application may be mailed or brought to the office but must be on file no later than Wednesday, October 28, 2009 at 5:00 p.m.

EXAMINATION – TUESDAY, NOVEMBER 3, 2009

CHECK-IN: 5:30 p.m.
EXAM: 6:00 p.m.
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N, Canton, OH 44702
SCOPE: A written examination will be administered on the following subjects: Maintenance Mechanic duties to include boiler operation & repair, general electrical knowledge, plumbing, carpentry, math, safety and other related areas. A score of 70% will be the minimum passing point.

This is a combined open and promotional examination. To be eligible for the position under the closed promotional examination, applicants must be a classified employee of the Canton Board of Education in the Classification series of Custodial and have completed their probationary period on or before November 2, 2009.

To be eligible for the open examination, applicants must show they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

All applicants must possess a high school diploma or equivalent. The applicant must hold a valid State of Ohio Driver’s License and must have or obtain a Low Pressure Boiler Operator’s License within one year of hire. A Copy of Driver’s License and Low Pressure Boiler Operator’s License (if applicable) must be submitted with completed application. Applicants must have the physical ability to handle materials weighing up to 100 lbs, the physical ability to climb and perform work related duties from a ladder and may be required to take a medical examination.

Since this position of employment is in a school setting, all applicants MUST be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants MUST NOT have been convicted of a felony in this, or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

******IMPORTANT NOTICE TO VETERANS******

Applicants for the open examination who are Honorably Discharged Veterans having served more than 180 consecutive days on active duty and present their DD-214 Form – long version AT THE TIME OF APPLICATION will receive 20% additional credit provided they make a passing grade. Documentation received after the filing deadline of October 28, 2009 will not be eligible for bonus point award. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Candidates who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional bonus credit for their passing test score. The maximum allowable bonus point award is 20%.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans’ Preference and Canton City School District residency. Your name will be placed on the proper list of eligibles and preference shall be given in employment in accordance with your rating pursuant to the Collective Bargaining Agreement between the Canton Board of Education and OAPSE 107 and 161 and the Ohio Revised Code.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

The responsibilities of a Maintenance Mechanic include, but are not limited to the following: estimates the cost of repair project in terms of labor, material and overhead; makes recommendations and establishes priorities on repair projects; makes recommendations of supplies, and equipment for purchase; consults with Supervisor of Operations and Chief of Maintenance regarding the establishment of regular maintenance programs; maintains a high standard of safety, cleanliness, and efficiency in maintenance and repair work; performs glazing and masonry maintenance in the facilities owned by the district; maintains and repairs lighting fixtures, electrical apparatus fixtures, wiring, air conditioning and refrigeration units, and similar electrical elements in the facilities owned by the district; maintains and repairs pipes, drains, and plumbing fixtures in the facilities owned by the district; maintains a safe driving record and be insurable by the district’s insurance provider; maintains and repairs boilers; maintains and inventories district owned tools, equipment and supplies; assists the carpenters and painters when assigned; performs duties of a Custodian/Fireman when assigned; performs other duties as assigned.